

Suncoast Waldorf School

Kindergarten Lead Teacher Job Description

Description

The lead Kindergarten teacher will create a warm loving home-like classroom for up to 16 children. We are looking for someone with solid experience in a Waldorf classroom who enjoys being a part of new beginnings.

Commitment

This is a full-time salaried position for school months. Regular hours are Monday through Friday from 7:45am – 3:30pm, and the Full Faculty meeting on Thursday afternoons until 5pm weekly. Two weeks should be reserved for before the first day of school and after the last day of school annually for teacher meetings and classroom prep and clean up.

Desired Skills

- Completed Waldorf Teacher Training
- A minimum of 3 years experience working with children in an educational setting
- A deep commitment to Waldorf principles and interest in self development
- Good interpersonal/communication skills and a desire to contribute to the school through festivals and committee work.
- Commitment to the Suncoast Waldorf School and the Early Childhood program.

Roles and Responsibilities

Teaching Responsibilities

- Create and lead a nurturing nursery for children ages 3.5 - 6 in accordance with the principles of Waldorf Education.
- Establish, conduct, and uphold a healthy rhythm to the kindergarten day; communicate daily, weekly and monthly needs of the rhythm to all who work or volunteer in the kindergarten; willingness to adjust rhythm to best meet needs of class culture.
- Daily preparation of room, materials, and activities.
- Lead Teacher establishes the space where the children are led into play, purposeful work and activities in an enriching environment and communicates the intentions with the Assistant for maximum support and follow through.
- Work closely with other teachers, staff, and administration to assess the developmental needs of individual children.
- Ability to document and bring observed issues or concerns pertaining to students' needs to the Faculty Circle for support and, when necessary, assistance in matching outside community resources to the need(s) in the classroom.
- Lead Teacher models reverence for self, all people, items and activities in the classroom and school environment.

- Create and track Waldorf early childhood curriculum as it meets the needs of the developing young child.

Faculty Membership

- Class teachers are required to attend Department and Full Faculty meetings once a week and actively participate in Faculty committees.
- Volunteer for at least 4 Open Houses per year.
- Uphold mentorship responsibilities as assigned.
- Daily communication with Kindergarten Assistant on classroom needs, expectations and follow through.
- Provide assessments and end-of-year reports within the established deadlines.

Parent Relations

- Hold regular class evenings for class parents that include a parent education component in addition to class news and field trip planning.
- Provide weekly class updates via email.
- Give appropriate feedback to parents during the 2 Parent-Teacher conferences scheduled for the school year.
- Be available to field parent questions or offer parent education topics.
- Set firm guidelines for hours of availability for all modes of communication (i.e. email, texts, phone calls)

Admissions and Enrollment

- Understand the admission and enrollment process and the teacher's role
- Give timely responses to new applicants
- Keep open line of communication with Admissions Director

Administrative Tasks

- Utilize the school assigned e-mail account for all school related communications.
- Be familiar with the school's file sharing system to access meeting minutes and other important documents.
- Adhere to Florida standards and regulations for the operation of a Kindergarten.